Approved For Release 2003/04/17: CIA-RDP81-00142R000300090004-9

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MEMORANDUM FOR: Deputy Director for Administration

FROM : Director of Personnel

SUBJECT : Establishment of Recruitment Office in

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1. Action Requested: It is requested that you approve the establishment of a field recruitment office If approved, the office will be opened on or about 1 July 1979.

2. Background: The southeastern recruitment region consists of Florida, Georgia, Alabama, South Carolina, North Carolina, and most of Tennessee. This is a large territory and a great deal of travel is required in order to exploit its considerable potential. The territory is now covered by a Headquarters-based recruiter.

Experience has shown, however that a recruiter is able to function best when located in the center of activity in his territory. He has more time and opportunity to develop productive contacts with faculty and placement officials at universities and with military, industrial, and other nonacademic sources. It is also possible to respond to applicants on a more timely basis if an office is located in a recruitment territory. Timely response is, of course, a critical factor in recruitment, particularly when dealing with applicants in hard-to-get categories. At present, for reasons of economy. a Headquarters-based recruiter will wait until he has obtained enough inquiries from an area to justify a trip. If he is located in the area, however, his response to local applicants is immediate. He is also able to respond more rapidly to candidates from outside the local area simply because he is close: than he would be if based in Washington, D.C.

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SUBJECT: Establishment of Recruitment Office in

It is strongly recommended that this request to establish a recruitment office be approved.

F. W. M. Janney Director of Personnel

APPROVED: ILLEGIB

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F. W. M. Janney Director of Personne	4	EXTENSION		
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